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MEMORANDUM FOR: Director of Personnel

SUBJECT: Semi-Annual Reports of Progress and
Program Plans **PERSONNEL PROCUREMENT**
DIVISION

1. In compliance with your memorandum dated 11 July 1955 on the subject above, there is submitted herewith the Report of Progress and Program Plans of the Personnel Procurement Division for the first half of Fiscal Year 1956.

2. Production: Period 1 July 1955 - 31 December 1955

a. Clerical

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25X9A2

(1) Requisitions on hand at beginning of period totaled [REDACTED] and at end of period had been reduced to [REDACTED]

(2) Cases put in process during period [REDACTED] 25X9A2

25X9A2

(3) EOD's during period [REDACTED] The cases 25X9A2
put in process reflects the actual recruitment during this period and should result in [REDACTED] EOD's, whereas 25X9A2
the [REDACTED] EOD's resulted in great measure from recruitment during second half of Fiscal Year 1955.

b. JOT Recruitment

(1) Recommended cases referred to PAD [REDACTED]

(2) Cases put in process during period [REDACTED] 25X9A2

(3) EOD's during period [REDACTED]

(4) JOT strength at end of period

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(a) Civilian



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(b) Military

Because of the testing, pre-employment physical examinations and headquarters interviews required of all JOT candidates, the number in process is necessarily small as of 31 December. The first JOT field tests were conducted on 10 December 1956. The major JOT recruitment is conducted during the months of November, December, January and February.

* During this period an additional [REDACTED] JOT cases were put in process which resulted from recruitment conducted during second half of Fiscal Year 1955.

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c. Professional

(1) There were [REDACTED] requisitions on hand at beginning of period, and at end of period this number had been reduced to [REDACTED]. This reduction resulted from:

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(a) Recruitment effort.

(b) Cancellation of requests due to ceiling.

(c) Validation of requests through audit conducted by PPD which resulted in a number of cancellations. (Each Agency component was asked in writing to validate or cancel existing requisitions in order that the fullest use might be made of recruitment staff.)

(2) Cases put in process during period - [REDACTED]

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(3) EOD's during period - [REDACTED] During half of this period the professional recruiters were concentrating on recruitment of Commo personnel in conformance with DD/S directive and the efforts of this activity are largely reflected in so-called "clerical" (GS-6 and below) reports rather than productivity in the professional fields.

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(4) Coordination of recruitment with other offices: ORR, OSI, and OCR have sent members to the field to work with the recruiters. The largest coordinated effort was made by ORR which sent seven teams to the field.

The results of our joint recruitment effort with ORR thus far show approximately [REDACTED] interviewed, [REDACTED] recommended and [REDACTED] cases in process as of 1 January 1956.

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3. Since the submission of our annual report six months ago, in which this Division indicated its needs for additional recruitment support, based on the Management survey, no substantial gains have been made in the overall staff. The changes which have been effected, such as the hiring of new recruiters for the clerical staff, have only resulted in bringing the Division to the T/O strength of the last Fiscal Year. The same situation also has prevailed on the professional side of the picture where two new recruiters have been added to replace losses. The production results, therefore, have been about that which we have predicted and will continue, at least in the professional field, not to meet the needs of the Agency. (The production of the 7 clerical detailees cannot accurately be predicted at this time.)

4. Programs for second half Fiscal Year 1956

Clerical production. For the coming period the regular Personnel Procurement Division staff should produce a minimum of [REDACTED] recommended cases of which [REDACTED] should go into process. An additional undetermined number of cases will

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result from the 7 detailees who are augmenting the staff for the spring recruitment drive. If we predict that the detailees will produce at least [REDACTED] additional cases, approximately [REDACTED] cases should go into process for the year.

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Professional. During this period the Division expects to produce approximately [REDACTED] recommended professional cases. According to previous experience about [REDACTED] should go into process. This would bring the total of professional security initiations for Personnel Procurement Division for Fiscal Year 1956 to 625.

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During the coming six month period the Division plans to make a realignment of emphasis among the branches to effect broader recruitment coverage as well as refinement of effort. The Departmental Recruitment Branch will be responsible for positive recruitment effort in covering the Metropolitan Area colleges and universities in addition to its function of interviewing local applicants at [REDACTED] Building. The Clerical Recruitment Branch is gradually absorbing a larger portion of recruitment of communications and other lower grade technical personnel into its regular recruitment program. The Specialized Recruitment Branch will concentrate its effort on high level professional recruitment, JOT and "project" recruitment. A plan to utilize the Personnel Procurement Division's university consultants more fully has gone into effect by scheduling regular visits to these consultants throughout the Fiscal Year. We expect these more frequent visits with the consultants to result in an increase in referrals from them as well as to promote better public relations.

Records are being kept and studies will be made on the effectiveness of the consultants at the close of the present Fiscal Year. You will be informed of the results of these studies.

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[REDACTED]
Chief, Personnel Procurement
Division

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